



FOREIGN AFFAIRS MANUAL

VOLUME 9 – VISAS

Change Transmittal: VISA-2104

Date: May 6, 2014

9 FAM APPENDIX F, 100 MAINTAINING ISSUED AND REFUSED VISA FILES

1. Summary of Changes

This Change Transmittal updates this subchapter to remove section 103.2, Document Scanning Requirements.

Please note the movement of material in this subchapter:

Old Location	Old Title	New Location	New Title
9 FAM Appendix F, 103.2	Document Scanning Requirements	Deleted	
9 FAM Appendix F, 103.3	Scanning New NIV Category I Refusals – OF-194	9 FAM Appendix F, 103.2	Scanning New NIV Category I Refusals – OF-194
9 FAM Appendix F, 103.4	Scanning Mandatory/Retention of Paper Files	9 FAM Appendix F, 103.3	Scanning Mandatory/Retention of Paper Files
9 FAM Appendix F, 103.5	Sending Records to KCC	9 FAM Appendix F, 103.4	Sending Records to KCC
9 FAM Appendix F, 103.6	Labeling Documents in the Electronic System	9 FAM Appendix F, 103.5	Labeling Documents in the Electronic System
9 FAM	Color Versus Black-	9 FAM	Color Versus Black-

Appendix F, 103.7	and-White	Appendix F, 103.6	and-White
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2. If this issuance changed less than half the words, we formatted the changed text in *dark magenta italic*. If this issuance changed more than half the words, we did not use *dark magenta italic*. The CT line in each section shows when that section last changed.
3. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1111.1).
4. **CA/VO/L/R** is responsible for the material in this subchapter; direct questions concerning content substance and interpretation to this office. For administrative questions on the Foreign Affairs Manual and Handbooks, contact The Office of Directives Management (A/GIS/DIR).

Filing Instructions (Paper Copies)

1. Remove and discard the old 9 FAM Appendix F, 100 (CT:VISA-2004; 06-26-2013) and insert the new (CT:VISA-2104; 05-06-2014).
2. After inserting the material in the binder, insert this change transmittal letter immediately following the CT Checklist, then fill in the entry line for the appropriate CT and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version are on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues.